

Dunwamish (WF)

**Stewart, Cynthia****From:** Martha Burke [Martha.Burke@ci.seattle.wa.us]**Sent:** Wednesday, November 28, 2001 5:08 PM

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**Subject:** Summary of meeting today

To summarize our decisions/discussion today:

**Major Meetings:**

December 11 - (if Boeing confirms) - Meeting of Managers with EPA/Ecology managers. At the meeting we will examine the process we agreed to in the AOC/SOW and discuss how that process is changing and the implications for schedule and our commitment to early actions. If Boeing can't make this date, the meeting will slip to January.

December 20 - LDWG managers meet. One topic will be how to move the early action sites forward.

January/February - Meeting of Principals (CEOs). Kirk Thompson of Boeing is taking the lead in setting up this meeting.

**Other Meetings:**

Public Relations Staff - Boeing is taking the lead on getting PR staff together to discuss development of "fact sheets" or other materials that will help us get our message out to the public.

Early Action Sites - It was agreed that we need to start meeting to talk about next steps on early actions sites. These meetings may be subgroups of LDWG appropriate for each site, though one purpose is to identify potential partners for each site. Other topics of discussion would include an identification of next steps, and doing a rough estimate of level of effort. These meetings should occur before the Principals meet.

Next Meeting of Manager Group This should take place in January before the Principals meet. I will send out some possible dates in a separate e-mail.

marcia →  
This is the  
"policy"  
group  
that  
we will  
attend  
regularly

11/29/01

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